

EWP

COURSE 1 INSTRUCTIONS

WHO

This overview course is designed for anyone wanting or needing to be educated on EWP including all levels of management and all work disciplines.

WHAT

A 30 minute video explaining:

1. EWP in terms of purpose and it's relationship to other DOE initiatives.
2. Traditional approaches to DOE work control and the benefits of enhancements.
3. The key elements EWP.
4. Worker involvement in the implementation of EWP.
5. Successful applications of EWP at various DOE sites.
6. Resources available to more effectively implement and institutionalize EWP.

WHERE

Any room with a VHS cassette player and television monitor and large enough to hold the expected number of participants.

HOW

1. View the video yourself before you show it. This will help you become familiar with the video in case participants ask questions.
2. Prepare the room in advance. Set up chairs and the television monitor in the room so that everyone will have an unobstructed view. Also test the VHS player and monitor before the participants arrive.
3. Make enough copies of the *Introduction to Enhanced Work Planning* handout for the participants. An electronic file and several hard copies are included in this package.
4. Give a brief introduction about the video they are about to see. Use the announcement letter from Mike Hillman included with this package as needed for the introduction.
5. Play the video.
6. After the video is over, invite questions from the participants and distribute the handout *Introduction to Enhanced Work Planning*.